

Client Engagement Closure Letter

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

Dear [Client's Name],

We hope this letter finds you well. We are writing to formally notify you of the closure of our engagement regarding [Project/Service Name], which commenced on [Start Date].

We appreciate the opportunity to work alongside you and your team. During our engagement, we achieved [briefly mention accomplishments or outputs]. We trust that the results will provide value to your organization moving forward.

As we conclude this project, please find attached the final reports and any necessary documents for your records. If you have any questions or require further assistance, do not hesitate to reach out.

Thank you once again for your partnership. We look forward to the possibility of collaborating with you in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]